



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Summer Adventure Camp Director
Reports to: Lower School Principal, Ka'ipo Bailey-Walsh
Type: Seasonal, full-time, exempt, salaried
Employment: Monday, July 21, 2025 - Monday, August 11, 2025
Updated: January 22, 2025

Position Description

The Summer Adventure Camp Director will lead and oversee St. Andrew's Schools Summer Adventure Camp program. Licensed through the American Camp Association (ACA), the Summer Camp Director ensures that ACA guidelines and protocols are followed. This leadership role involves developing, planning, supervising and evaluating the effectiveness of the camp program. The Director collaborates with the Lower School Principal to enhance and advance the students' educational experience and with the Chief Financial Officer to ensure financial stewardship and success. The Director works closely with the Extended Learning Coordinator and the K-12 Health Aide to ensure a well-organized, efficient and engaging summer camp experience for students, faculty and families. The Summer Camp Director will embody St. Andrew's Schools' core values and professional behaviors.

Essential Duties

- Design, plan and develop educational experiences that allow children to investigate the world, recognize perspectives, communicate ideas and take some action for the greater good.
- Promote educational experiences that are personalized, interesting, relevant, and ensure that all students are known, understood and challenged to be their personal best.
- Oversee curriculum, activities, budgets, registration, facility needs, record keeping, staff training and supplies for all programs.
- Provide program and registration details to the Marketing and Communications team by early February.
- Collaborate with the Extended Learning Coordinator and CFO to set up Summer Adventure Camp registration, payments, cancellation and refunds through CampBrain.
- Develop and manage camp budget, monitor expenditures, and review financial reports with the Lower School Principal and Chief Financial Officer (CFO).
- Collaborate with the Lower School Principal, Extended Learning Coordinator, and Human Resources to recruit and hire camp leaders and aides.
- Oversee Summer Camp employee orientation, training, supervision, and evaluation.
- Project enrollment and camp revenue based on registrations and make modifications as needed.
- Understand, implement and meet American Camp Association Accreditation (ACA) standards. Apply for and maintain ACA accreditation.
- Maintain and update policies and procedures according to industry best practices.

- Monitor employee work hours, ensuring timely completion, approval, and submission of timesheets for payroll.
- Monitor registration and attendance to adjust staffing levels according to student to staff ratio requirements and budget constraints. Arrange coverage for staff absences.
- Oversee the daily operations including pick-up, drop-off, food service, and program delivery.
- Supervise leaders and aides to support camper and employee experiences while proactively addressing performance and behavioral concerns.
- Promptly address and escalate performance and behavioral issues to the Lower School Principal for resolution and parent communication.
- Document and submit student incident and accident reports to parents and to the Lower School Principal via log entries (coded CAMPS).
- Report Adventure Camp staff accidents to the Lower School Principal and CFO, ensuring timely documentation and submission of accident reports.
- Meet regularly with the Lower School Principal to provide updates on student experiences, staffing, programming, and budget.
- Maintain open communication with parents, staff and school personnel.
- Serve as a school ambassador by building strong relationships with parents and students; work to identifying potential candidates for K-12 enrollment and refer them to the Director of Enrollment and Communications.
- Coordinate logistics and facilities needs with the Operations Manager and Maintenance Manager to reserve classrooms, prepare for facility and food service usage. Ensure classrooms are returned to their original condition at the end of the camp session.
- Work with the Chief Financial Officer to plan and implement emergency protocols and procedures.
- At the end of the program assess and document key areas of success and improvement.

Adventure Camp Dates and Operating Hours

- Camp Hours: Monday through Friday, 7:00 a.m.-4:00 p.m.
- Camp start date: Monday, July 21, 2025-Friday, August 8, 2025

Hiring Requirements

- A background check using a fingerprint scan at an authorized facility is mandatory; employment is conditional until the background check is cleared.
- Online training to prevent child sexual abuse upon hire.
- Recommend COVID-19 and flu vaccinations.
- No relocation or moving assistance; must be able to report to work onsite each day.

Qualifications

- Education: Bachelor's degree preferably in educational, recreational or a related discipline.
- Licenses/certifications: Adult and Child First Aid/CPR/AED desired or willing to obtain.
- Technology: Proficient skills with MacOS, Microsoft Office Suite, Google Office Suite, e-mail, and Registration Management Systems and Student Information Systems such as

Camp Brain and Canvas.

- Experience: Minimum of five years professional experience teaching, creating and leading educational/recreational programs and experience working with adolescent children.
- Additional skills: Excellent written and verbal communication skills, creativity, and strong problem-solving skills, knowledgeable about best practices in implementing educational and recreational programs. Works collaboratively as well as independently, pays attention to detail, and effectively manages projects and meets deadlines.

Compensation & How to Apply

Salary: Salary is based on education and years of experience and ranges between five and seven thousand dollars.

Benefits (seasonal/casual employee): Free parking. If requirements are met, seasonal employees are eligible for statutory benefits such as workers' compensation, temporary disability income, and unemployment insurance.

How to Apply: Email a letter of interest, resume, and three professional references' names and contact information to employment@standrewsschools.org to apply. Letters may be addressed to "Members of the Search Committee." Include "Job Application for Summer Adventure Camp Director" in the subject line. All submissions will be received in confidence. Applications are accepted until the position is filled.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, The Priory has become St. Andrew's Schools and grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social emotional, spiritual and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shapes their learning – and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.